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MINUTES OF DEPUTY DIRECTOR (SUPPORT)

LUNCHEON MEETING

21 August 1957

25X1A

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1. Colonel White advised that he and [REDACTED] spent about two hours briefing General Cassidy, Staff Director of the Allien Committee, on the concepts of Support in the Agency. A revised schedule has been worked out for those Support components scheduled to brief General Cassidy. [REDACTED] is the point of contact within the Support Services for any questions concerning these briefings -- until [REDACTED] returns from leave.

2. A memorandum dated 7 July 1955, subject: "On Call Officials," was called to the attention of the group with the reminder that lists furnished the Watch Office should be checked periodically to insure that they are current.

3. Colonel White emphasized the importance of giving prompt attention to correspondence received from the Office of the Director, and cited a recent example of a reply to Congressional correspondence which had been unduly delayed.

25X1A
4. The problem of personnel ceilings and action required to come within them was discussed at considerable length with special emphasis on the need for all Office Heads to take a critical look at their rosters and determine the number of marginal employees, if any, who should be considered for separation.

25X1A
5. [REDACTED] announced that the Civil Service Commission had approved the recent recommendation that four Agency employees be awarded the total sum of \$8,500 for their suggestions pertaining to the improvement of intelligence dissemination procedures.

25X1A
6. Mr. Saunders announced that [REDACTED] Assistant to the Comptroller, is retiring on 31 August 1957, and that a luncheon is being held on Friday, 23 August, at the Kenwood Country Club for him. Anyone wishing to attend this luncheon was advised to notify Mr. Saunders.

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